

MEETING MINUTES
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD
June 8, 2016 @ 11:30 AM
Lake County Department of Job & Family Services
177 Main Street, Painesville, Ohio 44077

Board Roll Call

Eric Barbe (P)	Matt Battiato	Carolyn O'Connor (P)
Sam Delzoppo	Carrie Dotson	Maggie Lynch
Robert Taylor (P)	Gale Leonard-Stawieri	Gretchen Skok-Disanto
Spence Kline	Roger Sustar	Dan Deitrick (P)
Terry Lazar (P)	Marty Gareau	Lou Falk
Allen Weaver	Mark Rosborough	Pat McAteer
Eric Wachob	Cindy Hutchison	

Others in Attendance

Leslie Ryan, LCDJFS	David Radachy, Director Planning & Development
Robert J Dawson, LCWDB, Ex Director	Kevin Malecek, Lake County Commissioner
Shawn Douglas, LCDJFS	Daniel Troy, Lake County Commissioner

Call to Order:

Chairman Allen Weaver called the meeting to order at 11:55 AM following a box lunch.

Approval of Minutes:

Sam Delzoppo moved for the approval of the minutes from the meeting of April 13, 2016; Roger Sustar seconded the motion; all were in favor; motion carried.

Introductions:

Bob Dawson introduced David Radachy, Director of Lake County Planning and Community Development; Shawn Douglas, HR Administrator for Lake County Department of Job and Family Services, OMJ-Lake Career Center Operator; and Commissioner Malecek.

Spotlight Presentation:

Bob introduced Roger Sustar representing the Alliance Working Together (AWT). Bob presented Roger and AWT as an individual and an alliance that is working very hard and making a difference for workforce issues for manufacturing. Roger mentioned a number of recent and upcoming activities AWT is involved with starting with the recent Robotics competition.

Executive Director's Report:

Bob Dawson provided and presented an extensive report. Bob shared the WIOA Area #5 3rd Quarter YTD Common Measures Report provided by the Ohio Office of Workforce Development Performance Division. The report showed Area #5 Exceeding performance in 8 areas and Meeting the 9th standard. Employment Retention in the Adult and Dislocated Worker area was 100%! Bob shared the PY15 3rd Qtr YTD Return on Investment Analysis that showed a Taxpayer payback of 9.4 months. Bob presented the PY16 and SFY17 WIOA funding allocations. ODJFS is estimating Lake County's allocation will be reducing 19 % in the new program year. Bob explained the general methodology leading to the reduction and how we are dealing with the funding situation. Significant time was spent reviewing the Comprehensive Case Management & Employment Program (CCMEP) including the estimated CCMEP funding allocation, the SFY17 CCMEP Financial Spending Plan, ODJFS Director Dungey's recent letter and the actions needed by the board. Bob also presented an updated Things to do List.

Following the report Chairman Weaver accepted the following:

Sam Delzoppo moved and Spence Kline seconded a resolution authorizing the Executive Director to express Local Workforce Area #5's intent to use WIOA Youth funds for the SFY 17 Comprehensive Case Management and Employment Program subject to any necessary conditions that are in the best interest of the local area and to further authorize the Executive Director to ensure Local Workforce Area #5 will operate the program with the combined resources of TANF dollars and WIOA youth dollars allocated to support the program, when appropriate. All were in favor; motion carried.

OMJ- Lake Partners Committee:

Maggie Lynch gave the One-Stop Partners' report. The One-Stop Committee last met on March 23, 2016 and will meet again on June 23rd. At the March meeting, Bob Dawson and Dan Koncos provided an update on Regional Planning. The final rules had not been published yet but we are moving forward with our local and regional planning. Area 5 (Lake County) received our designation last week and we will remain a stand-alone workforce area for the Initial WIOA period. Bob discussed MOU extensions from PY 16 which allows us to continue our recent MOU through June 30, 2017. Bob reviewed the shared budget and advised that signatures are required and need to be submitted to the state by May 31, 2016. Leslie Ryan reviewed the Balanced Scorecard (The current Scorecard is in the meeting handouts). Between January and March we had a total fifty-two placements is twice the number of placements we had in the second quarter. Dan Koncos gave us an update on the Veterans Priority of Service and advised that we submitted our Policy to the state as required. Vickie White talked about our workshops and partner initiatives which include a weekly job search huddle and a partner bulletin board. We feel that the weekly huddle had helped to improve our placement rates. Bob talked about OMJ Certification and outlined the three certification phases. We are in phase one. The Workforce Development Board will be responsible for the One-Stop certification. Bob Dawson added that the OMJ Lake Memorandum of Understanding has been fully executed for the next program year and has been sent to Columbus.

Planning and Programs Committee:

Sam Delzoppo reported that the Planning & Programs Committee met twice since the last WDB meeting. The first meeting took place on April 19th. At that meeting we reviewed program information and performance data related to the Career Center operations and the agreement that we have in place for contracted staff. The committee determined it was in our best interest to do another staffing contract for PY 16 and took a number of official actions that led to a Request for Proposal being published on April 29, 2016. The steps taken at the meeting included determining the Need for Service, establishing Specifications and Evaluation Criteria for the RFP, performing an Independent Cost Estimate and then formally authorizing the procurement and a procurement timeline. On May 26th the committee met again to review proposals that were submitted in response to the RFP. The committee reviewed the Evaluation team's rating and a summary for their proposal and everything was in proper order. It is the committee's recommendation that the WDB recommend that the Commissioners enter into a contract with the United Labor Agency for the new program year. The rating data and summary notes for this RFP were in the meeting handouts as is the committee's recommendation represented by proposed resolution #2.

Following the report Chairman Weaver entertained the following:

Lou Falk moved and Spence Kline seconded a Resolution to the Lake County Commissioners recommending the establishment of a contract with the United Labor Agency, Inc., to provide OMJ Lake Career Center Staffing Services during State Program Year 2016, in an amount not to exceed \$365,900.00, subject to final negotiations. All were in favor; motion carried.

Youth Committee:

Gale Stawieri reported that the Youth Committee last met on May 19th to review the results from the Request for Proposal that was published April 15, 2016. The committee reviewed the tabulated results of the procurement which was assembled by the Evaluation Team. A summary of that information was in the meeting handouts behind the Youth Committee Tab. Gale explained that this is the first year for the combined WIOA Youth and CCMEP programing. We are anticipating the need for as many as 140-150 case management slots. The SFY17 Spending Plan for the combined program was also in the handouts. Gale explained that the Youth Committee is recommending four providers for contracts which are represented by resolutions numbers 3 – 6 in the handouts. Bob Dawson briefly talked about the procurement process which went very well with all proposers attending the Bidders Conference and the Website Q & A. Bob expressed his belief that we have an excellent WIOA Youth/CCMEP Plan and the recommended providers are up for the task.

Following the report Mr. Weaver entertained the following:

Mark Rosborough moved and Matt Battiato seconded a motion for a resolution to the Lake County Commissioners recommending the establishment of a contract with Catholic Charities Corporation of Lake County, to provide CCMEP Services during State Fiscal Year

2017, in an amount not to exceed \$230,040.14 for forty (40) slots subject to final contract negotiations. All were in favor; motion carried; Spence Kline and Carrie Dotson abstained. Martin Graeau Moved and Matt Battiato seconded a motion for a resolution to the Lake County Commissioners recommending the establishment of a contract with OhioGuidestone to provide CCMEP Services during State Fiscal Year 2017, in an amount not to exceed \$255,639.00 for forty (40) slots, subject to final contract negotiations. All were in favor; motion carried; Carrie Dotson abstained.

Sam Delzoppo moved and Spence Kline seconded a motion for a resolution to the Lake County Commissioners recommending the establishment of a contract with Goodwill Industries of Ashtabula, Inc., to provide CCMEP Services during State Fiscal Year 2017, in an amount not to exceed \$232,635.00 for forty (40) slots subject to final contract negotiations. All were in favor; motion carried; Carrie Dotson abstained.

Spence Kline moved and Sam Delzoppo seconded a motion for a resolution to the Lake County Commissioners recommending the establishment of a contract with Lifeline, Inc., to provide CCMEP Services during State Fiscal Year 2017, in an amount not to exceed \$109,334.00 for twenty (20) slots subject to final contract negotiations. All were in favor; motion carried; Carrie Dotson abstained.

Marketing:

Gretchen Skok-DiSanto reported that Lake County Workforce Development, on behalf of Robert Dawson has joined the Eastern Lake County Chamber which is comprised of the following Lake county communities: Fairport Harbor, Grand River, City of Painesville, Painesville Township, Madison, Perry, Concord Township and Leroy Township. The main purpose of this membership is to gain direct access to our employer community.

Gretchen suggested that if this approach works out we may want to consider joining the other county chambers.

Other:

Board Vice-Chair Sam Delzoppo reported on the OMJ Lake Career Center Certification. Sam, Lou Falk, Bob Dawson and Mike Longo (WDB Director from Lorain County), performed the OMJ Lake Career Center Phase One Certification on June 6, 2016. Phase One Certification deals with the basic "Must Meet" standards. The provided a check list for the review which dealt with ADA, Required Postings, Physical Site, Resource Room, Ohio Means Jobs Branding, Operations, Partners, Customer Service and Veterans Programs. The certification was performed using a desk review, presentations by the staff, a tour and a walk about. Everything is in great shape.

Following Mr. Delzoppo's report Chairman Weaver entertained the following:

Mark Rosborough moved and Marty Gareau seconded a motion to accept the One-Stop Certification Team's recommendation for the certification of the OMJ Lake Career Center. All were in favor; motion carried.

Adjournment:

There being no further business, Maggie Lynch moved for adjournment at 12:38 PM. Sam Delzoppo seconded the motion; all were in favor; motion carried.

Leslie Ryan 6/9/16
Leslie Ryan, Recording Secretary



RENEE KUHNS
Notary Public
In and for the State of Ohio
My Commission Expires
June 16, 2019

Renee Kuhns 6/9/16